

# City of Menomonie

## Job Description

**NAME:**

**DEPARTMENT:** Recreation

**TITLE:** Recreation Program Supervisor

**DATE:** February 2023

**REPORTS To:** Recreation Manager

### **DESCRIPTION**

The purpose of this position is to perform a variety of billing, receipting and related recordkeeping tasks, and to oversee recreation programs as directed by the Recreation Manager. This would include interviewing, recruiting, hiring/managing part-time staff, and establishing program guidelines with policies and procedures established within the department. The work is performed under the supervision of the Recreation Department Manager.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Supervises part-time and seasonal staff to lead recreation programs as assigned by the Recreation Manager; recruits, interviews and hires new employees, assigns and reviews work activities.
- Documents and tracks program participation reviews and analyzes expenditures and revenue information for accuracy and variance.
- Assists the Recreation Manager, in planning, development and organizing all aspects of activities for all ages, curriculum including but not limited to the programs overseen by this position.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures for seasonal workers.
- Ensures programs are conducted in an orderly fashion and maintains staff and participants safety, appropriate conduct from participants and interaction of staff with participant.
- Assists in coordinating and scheduling City recreation facilities, parks, shelters, Waterpark and Leisure Services Center.
- Supervises operations of the department in the absence of the Recreation Manager.
- Maintains Leisure Services Center in the absence of the Custodian; ensures a safe environment for all users. Schedules use of rooms and building supervisors for week-end rentals as well as vacations taken by full-time custodian.
- Assists the Recreation Manager to maintain effective and productive relationships with the community, school district, University and other public and private groups. Prepares seasonal brochures, distributes flyers and other public relation materials to publicize department programs.
- Registers recreation program participants and collects program fee payments. Answers and directs phone calls. Handles public discrepancies or refers to the appropriate person.
- Answers questions from the public regarding Recreation programs, billing records, payment policies and procedures and other office information, or refers to appropriate person or department.
- Maintain department registration program (ActiveNet) providing updates and data input, as well as creating, monitoring and updating spreadsheets or other programs as requested.

- Prepare bi-weekly payroll for between 25 – 70 seasonal and 1 full time employee. Manually calculate all time sheets. These records are confidential and need to be done accurate and in a timely manner.
- Prepare both the cash drawer and credit card deposits on a weekly basis. Transport deposits to the City Treasurer's Office. Prepare a yearly revenue report (approximately \$300,000) that shows a breakdown of all program revenue for Leisure Services Center, Recreation and Pool and Beach.
- Prepare all seasonal contracts, get new employees set up on payroll with the correct forms filled out. Maintain and file all of the records for employees. These forms have personal information on them that needs to be kept confidential
- Types Correspondence, memos, employee contracts, reports, and any other materials from written and oral instructions.
- Sorts, Indexes and Files correspondence, reports, forms, etc. Order and keep an inventory of office supplies.
- Compiles data and prepares a variety of statistical reports. Post payments to the appropriate revenue accounts.

### **Minimum Training and Experience Required to perform Essential Job Functions**

- Bachelor's degree in Parks/Recreation Administration and /or at least 3 years of experience in Municipal Recreation that provides equivalent knowledge, skills and abilities to perform the duties of the position.

### **Knowledge/Skills and Abilities**

- Proficient in Microsoft products including Outlook, Word, Excel, and ActiveNet Registration Program.
- Must have attention to detail and follow through.
- Must maintain calendars, phone logs, meeting schedules, and data bases.
- Must be able to work tactfully with the public in potentially sensitive situations.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations, and the ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to compile and summarize financial data and information.
- Ability to establish and maintain effective working relationships with co-workers and the general public, including explaining, demonstrating and assessing information received against established policies, procedures and regulations.
- Ability to follow moderately complex written and oral instructions.
- Ability to maintain accurate and timely records through all stages of the accounting cycle.
- Ability to operate a variety of office equipment including computer and peripherals, typewriter, calculator, photocopier, fax machine and telephone.
- Ability to organize and prioritize work effectively, within general departmental guidelines.
- Ability to perform mathematical and basic bookkeeping computations rapidly and accurately.
- Ability to perform sustained typing accurately at a satisfactory rate of speed.
- Ability to plan and organize work in a short- and long- term, in order to meet multiple deadlines.
- Ability to prepare detailed reports and maintain moderately complex records.
- Ability to recognize and identify similarities or differences between colors, sounds, and forms associated with job-related objects and materials.
- Ability to utilize a variety of financial information including billing invoices, expenditure and revenue reports, time sheets, policy and procedures manuals, and computer software manuals.
- Knowledge of automated accounting (e.g registration, collections and billing systems).
- Knowledge of business arithmetic including percentages, fraction and decimals, and the ability to interpret basic descriptive statistical reports.
- Knowledge of business English, spelling, grammar and punctuation.

- Knowledge of office procedures and practices, including proper telephone techniques.
- General knowledge of the principles of budget control procedures.
- Working knowledge of all department programs, procedures and policies.

The City of Menomonie is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Signature

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Supervisor's Signature

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Date

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Date